

**ERIE COUNTY
DEPARTMENT OF ENVIRONMENT AND PLANNING**

**REQUEST FOR PROPOSALS
2009 HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
PROGRAM
FEDERAL STIMULUS FUNDING**

1. INTRODUCTION

The Erie County Department of Environment and Planning is requesting proposals from local private not-for-profit corporations including faith-based organizations, for funding through the Homelessness Prevention and Rapid Re-Housing Program hereafter known as HPRP. HPRP funding will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.

The United States Department of Housing and Urban Development (HUD) has allocated \$1.5 billion dollars, nation-wide, for the HPRP. This funding is being awarded to specific city, county and state jurisdictions on a formula basis. Erie County on behalf of the Erie County Urban County Consortium is eligible to receive \$1,209,200 for the Consortium communities (see map Attachment A). Grantees must spend 60% of funding within 2 years and all funds within 3 years. The funds should be available for spending in September 2009. Erie County intends to use these federal grant funds to subcontract with private not-for-profit organizations to create a coordinated network of homeless prevention and rapid re-housing programs in the Erie County Urban County Consortium communities.

This is a one-time appropriation: Funds expended by approximately July, 2012

Applicants applying for funds under this RFP should carefully read the entire HUD Notice at www.HUDHRE.info.

The goal is the coordinated delivery of prevention and re-housing assistance in the Erie County Urban County Consortium communities. The same criteria and basic standards for assessment, financial assistance, and housing relocation and stabilization services will be implemented across all providers receiving funds under the County HPRP.

2. CONCEPT

- One organization (Central Financial Agency) to administer the distribution of the funds for the financial assistance portion of the program, enter client data into the Homeless Management Information System (HMIS) and provide quarterly reports as required by HUD and the County.
- One or more organizations to provide the overall implementation of the HPRP which includes outreach, intake, benefits analysis, case management, housing search, and the required reporting as determined by HUD and the County. The organization(s) administering the program will also be responsible for determining the type and amount of eligible financial assistance the program participants will receive, coordinate with the Central Financial Agency for distribution of financial assistance to program participants, and referral to other agencies as needed, including legal and credit repair.

3. AMOUNT AVAILABLE:

The Department is soliciting proposals for amounts up to \$1,150,970 for eligible activities and cost under the Homelessness Prevention and Rapid Re-Housing Program (HPRP).

HPRP Estimated Budget Summary			
	Homeless Prevention	Rapid Re-Housing	Total Amount Budgeted
Financial Assistance	\$455,533	\$160,000	\$615,533
Housing Relocation and Stabilization Services	\$372,167	\$128,040	\$500,207
Subtotal	\$827,700	\$288,040	\$1,115,740
Data Collection and Evaluation			\$5,000
Administration			\$30,230
Total HPRP Amount Budgeted			\$1,150,970

4. **FUNDING SOURCE:**

Federal funds under the Homelessness Prevention and Rapid Re-Housing Program are authorized by the American Recovery and Reinvestment Act of 2009. THIS IS PART OF THE FEDERAL STIMULUS PROGRAM.

5. **ELIGIBLE APPLICANTS:**

Private non-profit organizations which may be a secular or religious organization described in Section 501(c) of the Internal Revenue Code of 1988 which:

- (1) is exempt from taxation under Subtitle A of the Code
- (2) has an accounting system and a voluntary board
- (3) practices non-discrimination in the provision of assistance

6. **ELIGIBLE ACTIVITIES AND COST:**

Funds received under the HPRP may be used for one or more of the activities listed below relating to homelessness prevention services and/or rapid re-housing for those at-risk of homelessness or those who are experiencing homelessness.

A. Financial Assistance

- Rental Assistance: Short –term rental assistance (3 Months) - Medium-term rental assistance may not exceed 18 months. Program participants receiving short-term rental assistance needing additional financial assistance to remain housed are eligible for medium term rental assistance, but they must be evaluated for eligibility to receive up to 15 additional months of medium-term rental assistance, for a total of 18 months. **Grantees and subgrantees must certify eligibility at least once every 3 months in order to continue to receive rental assistance.**

Ongoing case management as needed

Amount on subsidy determined by grantee

Rental arrears may be paid if the payment enables the program participant to remain in the housing unit for which the arrears are being paid or move to another unit- Maximum 6 months. If HPRP funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant's rental assistance, which may not exceed 18 months.

- Security and utility deposits
- Utility payments – up to 18 months including up to 6 months arrears
- Moving cost assistance – up to 3 months or until the program participant is in housing, whichever is shorter
- Motel and hotel vouchers – up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified, but is not immediately available for move-in by the program participants.

B. Housing Relocation and Stabilization Services

- Case management – arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability.
 - Counseling – developing, securing, and coordination services
 - Monitoring and evaluating program participant progress

- Assuring that program participants rights are protected
- Developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance.
- Outreach and engagement
- Housing search and placement
- Legal services
- Credit repair
- C. Data Collection and Evaluation**
 - Homeless Management Information Systems (HMIS)
 - Evaluation
- D. Administrative Costs**
 - Administrative costs: Accounting for the use of grant funds; preparing reports for submission to HUD; obtaining program audits; similar costs related to administering the grant after the award; and grantee or sub grantee staff salaries associated with these administrative costs. Staff training for related HPRP activities.

7. INELIGIBLE ACTIVITIES AND COSTS

Funds received under this program may not be used for categorical expenses other than those listed above. Examples of ineligible activities include:

- mortgage costs (including expenses needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to make it affordable);
- construction or rehabilitation;
- credit card bills or other consumer debt;
- car repair or other transportation costs;

Training for case managers and program supervisors must be charged under administrative costs.

8. ELIGIBLE SERVICE POPULATION

HPRP will support eligible activities directed at serving homeless families and individuals and those **at risk of homelessness** with no appropriate subsequent housing options and lack the financial resources and support networks needed to obtain immediate housing or remain in existing housing. The household must be at or below 50 percent of the Area Median Income (AMI) (see Attachment B) and reside or is homeless in one of the Erie County Urban County Consortium communities (see map Attachment A).

An **at-risk of homelessness** person is someone that has been identified as in imminent danger of losing their present housing situation and without HPRP assistance would otherwise be homeless. A person is considered at-risk of homelessness when one of the situations described is occurring. This definition will be refined at time of contract negotiation.

- the household has received an eviction notice within 2 weeks from a private dwelling;
- an individual has been discharged within 2 weeks from an institution for which the person has been a resident for more than 180 days (prisons, mental health institutions, hospitals);
- a household's current residency is housing that has been condemned;
- there has been sudden and significant loss of income for the household;
- there has been sudden and significant increase in utility costs for the household;
- the head of household experiences mental health and substance abuse;
- the family or individual has physical disabilities and other chronic health concerns;
- the household has a severe housing cost burden (greater than 50% of income for housing costs);

- person(s) have been homeless in the last 12 months;
- the family has been involved with child welfare, including foster care;
- foreclosure proceedings are pending on the household's rental housing;
- the household may be considered extremely low income (less than 30% of Area Median Income);
- the household is in an extreme overcrowded situation (the number of persons exceeds health and/or safety standards for the units' size);
- the individual or family members present with histories of institutional care (prison, treatment facility, hospital);
- the household has had a recent traumatic life event (death of a spouse or primary care giver, health crisis, or other incident) that prevents the household from meeting financial responsibilities;
- the household's credit precludes them from obtaining housing; and/or a household has significant medical debt.

Program participants for Rapid Re-Housing assistance must meet HUD's definition of homeless: A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. A person is considered homeless only when she/he resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless person who originally came from the streets or an emergency shelter;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or institution;
- Is being evicted within a week from a private dwelling unit, no subsequent residence has been identified, and the person lacks the resources and support needed to obtain housing. Or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support to obtain housing;
- Is fleeing domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support needed to obtain housing.

9. **APPLICANT REQUIREMENTS**

- A. The applicant must comply with all Federal requirements: See Attachment C for HUD Program Requirements.
- B. HPRP requires participation in a Homeless management Information System (HMIS). HMIS is a secure, confidential electronic data collection system that can be used to determine the nature and extent of homelessness. The organization will be required to obtain the software licenses from the Homeless Alliance of WNY and enter the data in the system on a regular and consistent basis.
- C. The applicant must be able to meet Classification C under County of Erie's insurance requirement (attached).

10. **REQUIREMENT FOR PROPOSAL SUBMITTAL**

Submit five (5) copies of the application along with required documentation no later than 3:00 PM, Thursday, July 9, 2009 to:

Erie County Department of Environment and Planning
Diane A. Cadle, Senior Housing Specialist

11. SCHEDULE OF EVENTS

The anticipated schedule of events is as follows:

Issuance and advertisement of RFP	June 10, 2009
Pre-application Meetings – at 2 PM	June 17, 2009
	June 18, 2009
Proposal deadline	July 9, 2009
Recommendation of awards	July 31, 2009
Agreements signed	August 17, 2009
Agreements to HUD	August 24, 2009
Organizations commence work	September 2, 2009

12. EVALUATION CRITERIA

All applications will be reviewed by a committee made up of representatives from various County departments and individuals familiar with homeless services. The committee will judge the application using the following criteria:

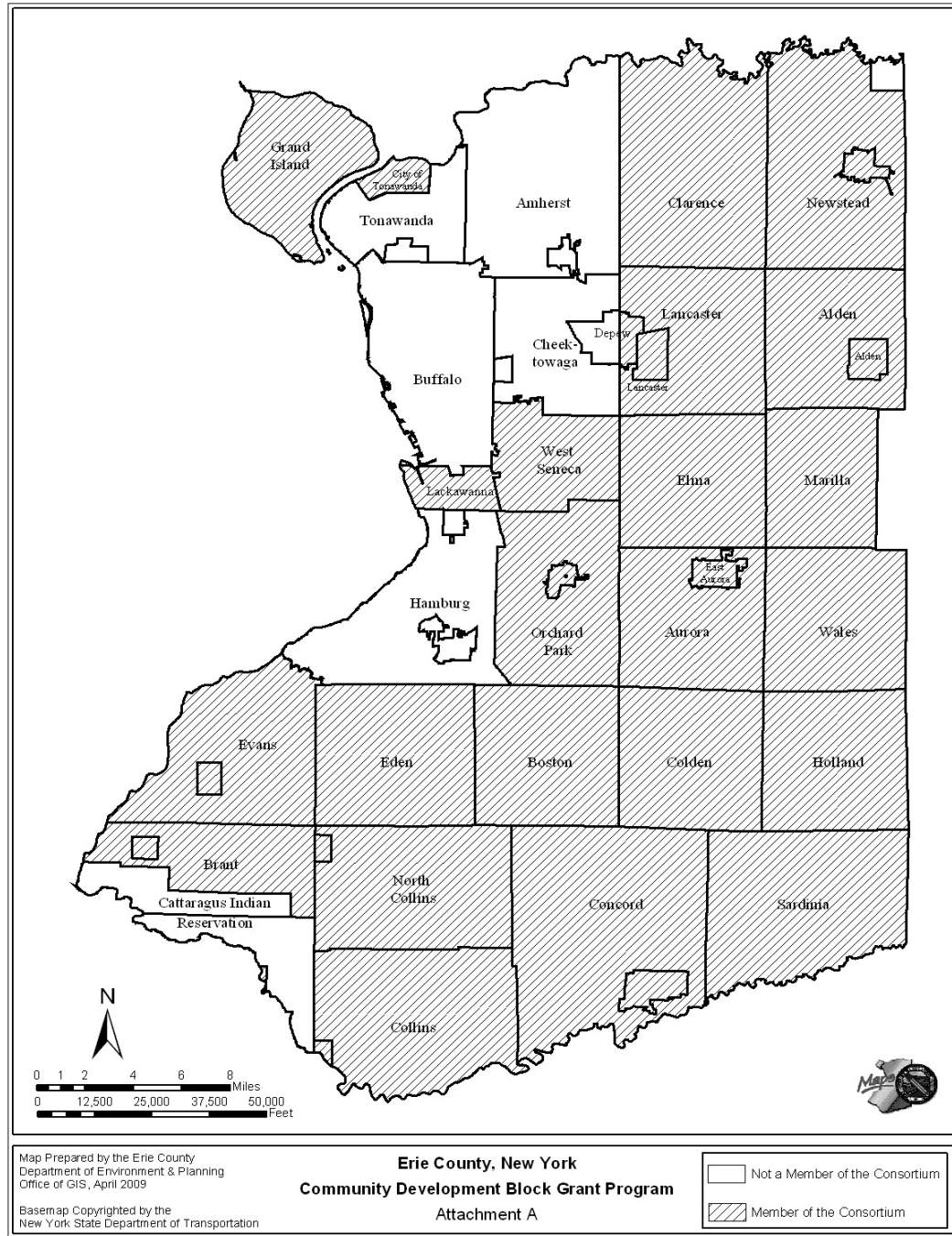
- Completeness of the application
- Program approach to addressing the need in the Erie County Urban County Consortium's communities
- Work plan for how the program will be implemented, operated and administered
- Timeline to initiate and implement the program within the 22 months period
- Program cooperative or collaborative service delivery approach to maximize service delivery, achieve efficiencies, and minimize duplication
- Accessibility of the program services to the Erie County Urban County Consortium's communities
- Clarity of the measurable and quantifiable expected result and potential for their achievement
- Cost reasonableness of the proposed program
- Organization previous experience with working with individuals and families that are homeless and at risk of becoming homeless
- Organization financial management system

13. PRE-APPLICATION MEETINGS

Two Pre-application meetings to explain the program and application process have been scheduled for June 17, 2009 and June 18, 2009 at 2:00 PM in Room 1004 of the Edward A. Rath County Office Building, 95 Franklin Street, Buffalo, New York 14202.

ATTACHMENT A

ERIE COUNTY URBAN COUNTY CONSORTIUM MAP



ATTACHMENT B

INCOME ELIGIBILITY SCHEDULE ERIE COUNTY COMMUNITY DEVELOPMENT PROGRAM

No. of Persons	<i>(Extremely Low Income)</i>	CDBG LOW INCOME <i>(Very Low Income)</i>	CDBG MODERATE INCOME <i>(Low Income)</i>
	30% of Erie County Median	50% of Erie County Median	80% of Erie County Median
1	\$ 13,350	\$ 22,250	\$ 35,550
2	15,250	25,400	40,650
3	17,150	28,600	45,700
4	19,050	31,750	50,800
5	20,550	34,300	54,850
6	22,100	36,850	58,950
7	23,600	39,350	63,000
8 or more	25,150	41,900	67,050

Effective: March 19, 2009

Inclim09

ATTACHMENT C

HUD Program Requirements

A. Conflicts of Interest – The agency shall comply with 24 CFR 84.42.

B. Habitability Standards – Agencies providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. The minimum habitability standards are listed in Attachment C.

C. Nondiscrimination and Equal Opportunity Requirements – Agencies must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). In addition, agencies must make known that HPRP rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about HPRP and equal access to the 41 financial assistance and services provided under this program. Among other things, this means that each grantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964.

This may mean providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the jurisdiction and that limited English proficient persons have meaningful access to HPRP assistance. This will be a particular issue for state grantees that may not be aware of LEP speaking populations in jurisdictions that are not normally served with ESG funds. To assist grantees, the Department published the “Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons” (72 Federal Register 2732; January 22, 2007). In addition, all notices and communications shall be provided in a manner that is effective for persons with hearing, visual, and other communication related disabilities consistent with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.6. If the procedures that the grantee intends to use to make known the availability of the rental assistance and services are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for such rental assistance and services, the grantee must establish additional procedures that will ensure that such persons are made aware of the rental assistance and services.

D. Affirmatively Furthering Fair Housing - Under section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Agencies will have a duty to affirmatively further fair housing opportunities for classes protected under the 42 Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Examples of affirmatively furthering fair housing include: (1) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD’s rule on effective communications at 24 CFR 8.6); (3) providing fair housing counseling services or referrals to fair housing agencies; (4) informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1- 800-669-9777; and (5) recruiting landlords and service providers in areas that expand housing choice to program participants.

E. Lead-Based Paint Requirements

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HPRP.

F. Uniform Administrative Requirements - 24 CFR part 85. Non-profit agencies shall be subject to the requirements of 24 CFR part 84. Note that the closeout requirements apply to all entities receiving HPRP funds, but that no charges may be applied to the grant beyond the Recovery Act's 3-year expenditure deadline, as explained in section V.A.2.43.

G. Equal Participation of Religious Organizations -

1. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in HPRP. Neither the federal government nor a grantee shall discriminate against an organization on the basis of the organization's religious character or affiliation.
2. Organizations that are directly funded under HPRP may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under HPRP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HPRP, and participation must be voluntary for the program participants.
3. A religious organization that participates in HPRP will retain its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct HPRP funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide HPRP-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a HPRP-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
4. An organization that participates in the HPRP program shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief. 44
5. If a state or local government voluntarily contributes its own funds to supplement federally funded activities, the state or local government has the option to segregate the federal funds or commingle them. However, if the funds are commingled, the requirements listed above apply to all of the commingled funds.

H. Lobbying and Disclosure Requirements

The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990 (31 U.S.C. 1352) (the Byrd Amendment), and implementing regulations at 24 CFR part 87, apply to HPRP. Applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts.

I. Drug-Free Workplace Requirements

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21 apply to HPRP.

K. Procurement of Recovered Materials

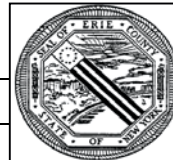
State agencies and agencies of a political subdivision of a state that are using assistance under a HUD program for procurement, and any person contracting with such an agency with respect to work performed under an assisted contract, must comply with the requirements of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In accordance with section 6002, these agencies and persons must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines

ATTACHMENT D

County Insurance Requirements

County of Erie Standard Insurance Certificate

LAW-1 INS (Rev. 3/06)



This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

I Insured Name Address Zip Phone No.		III Companies Affording Coverages A B C D
II Issuing Agency Name Address Zip Phone No.		

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Indicate Type of Insurance By Checking the Box		Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
Company Letter - from III above	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury Property Damage OR <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form OR <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury Property Damage OR <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form OR <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional Insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the Insured, the issuing company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 69 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued	_____
	Auth. Representative	_____
	Firm name & address	_____

FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

I. Insurance shall be procured and certificates delivered before commencement of work or delivery or merchandise or equipment.

II. CERTIFICATES OF INSURANCE

A. Shall be mailed to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."

B. Coverage must comply with all specifications of the contract.

C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.

III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.

IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							INCLUDE
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess Umbrella Liab.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
County of Erie To Be Named Add'l Insd. On	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

* Construction contracts require excess Umbrella Liability limits of \$3,000,000.

** Snow removal contracts require evidence of broad form property damage.

*** In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

**** Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.

V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.



ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING

Issue Date: June 10, 2009	Request for Proposal Number: (Staff will complete)	For: FY 2009 Homelessness Prevention and Rapid Re- Housing Program
Department: Environment and Planning	Date/Time of Closing: July 9, 2009 – 3:00 PM	Contact Person: Diane Cadle 716-858-6927 diane.cadle@erie.gov

ERIE COUNTY HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) FISCAL YEAR 2009

PROPOSAL COVER SHEET

SIGN BELOW. UNSIGNED COVERSHEETS WILL NOT BE ACCEPTED.

REQUEST: Fiscal Year 2009 \$ _____

Organization Name: _____

Mailing Address: _____

Contact Person: _____ **Telephone:** _____ **Fax:** _____

E-mail: _____

Federal Tax ID #: _____

SIGN BELOW

PROPOSALS WITH AN UNSIGNED COVERSHEET WILL NOT BE CONSIDERED

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information regarding this proposal reflects accurate data regarding need, and estimates of planned/delivered services. This proposal was considered and approved for submission by the Board of Directors on _____ (date). By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by Erie County and subsequent contract award.

Executive Director – Signature

Date

Chair, Board of Directors

Date

Pre-Application Meeting: June 17, 2009 & June 18, 2009 at 2:00 p.m., 95 Franklin Street, Buffalo, NY, 14202, Rm. 1004

Deadline: All proposals must be received by 3:00 PM, July 9, 2009 to be considered for this funding

Erie County, Department of Environment and Planning

Ms. Diane Cadle

95 Franklin Street, Room 1064

Buffalo, New York 14202

ERIE COUNTY HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM
APPLICATION FY 2009

A. Program Title: _____

B. Program Site(s): _____

Program Description

1. Proposed Activity Type: (Proposals may include more than one type of service)

- ☐ Central Financial Distribution
- ☐ Program Implementation
- Outreach
 - Intake
 - Benefits Analysis
 - Case Management
 - Coordination with Central Financial
- ☐ Other: (Explain) _____

2. Distribution of Award. Identify how the total amount requested will be distributed through the duration of the program:

Year 1 _____

Year 2 _____

Total amount Requested: \$ _____

C. Program Plan

Provide a detailed description of the day-to day operation of your proposed program. Describe the process for program participants from referral to discharge. Applicants are encouraged to thoroughly develop this section and provide a step by step description of the project and identify those areas the HPRP funds would support. Additionally, applicants may provide a case study of a typical program participant.

1.) PROGRAM DESCRIPTION

Please take no more than two pages to:

- a) Explain how your agency will perform outreach for the proposed program, and describe the main source of program participant referrals. Also, describe your agency's system of communication with those referral sources.
- b) Detail how program staff will interact with management staff within the agency to ensure effective communication regarding the HPRP.
- c) Provide a detailed narrative description of the proposed project.

Include a comprehensive narrative description of the day-to-day operations of the proposed program (describe the proposed project in its entirety and all support services for participants from **referral to discharge and follow-up**). Describe the intake and assessment process, including participant eligibility and your plan to document homelessness/ at risk of homelessness. Describe how this program shall be implemented into the agency's existing programs to prevent homelessness or to re-house individuals and families that are homeless.

Include a discussion of any services that will be available to assist participants to stabilize their housing and increase their ability to live independently.

Discuss how your proposal will conduct the housing habitability standards inspection (for rental assistance).

Include how your agency shall determine eligibility every three months for those program participants utilizing medium term rental assistance.

Identify all services that will be provided, by whom, funding supporting the service, and whether the services will be provided on or off site.

d) Explain who will perform the activities outlined above. Describe the experience and qualifications of the project staff as well as any other agencies that may be providing services to the program participants.

- >Include staff qualifications and experience, job descriptions, and any special provisions, e.g. bilingual services and availability of services during non-traditional working hours.

- > If partnering with any other agencies to implement the program, attach copies of agreements that your agency has with those agencies to which you will partner with.

- >If by referral, explain the mechanisms you will put in place to follow up on the provision of these services.

2.) PROGRAM IMPLEMENTATION

In no more than one page, please provide the following information.

- >Detailed time line that demonstrates your agency's ability to implement this program in a timely fashion.

- >Describe the procedure for handling program participation termination.

- >Describe the procedure used to assist individuals/families that are not eligible for assistance under the HPRP.

- >Detail the plan for emergency procedures. Describe any special considerations based on the needs of the target population. (i.e. after hour emergencies, after hour security)

- >Provide a comprehensive narrative of the agency's ability to undertake the financial aspect of administering the proposed project, understanding that HPRP is a reimbursement program.

- >Provide a brief narrative describing the anticipated average length of engagement for participants.

- >Describe how other funds from the Recovery Act shall be used to assist program participants.

- >Describe how your agency will reach out to serve people at risk of becoming homeless in the 34 communities that make up the Erie County Community Development Block Grant Consortium. (See Map Attachment A) Include the names of the communities your program intend to serve?

- >The Recovery Act requires 60 percent of the grant funds be expended within two years of the date that funds become available to Erie County and 100 percent within three years. Describe how your Program will expend 60 percent of the funds requested in this application by July 2011 and 100 percent by July 2012.

3.) PROGRAM OUTCOMES

In no more than one page, please provide expected results in quantifiable and measurable terms.

- >Provide expected results for the households to be served if this proposed program is funded, and the potential for achievement of these results. Responses should be measurable and recognize housing stability as the major emphasis of HPRP.

- >Describe what form of follow-up verification you will use to show the extent to which you have achieved the anticipated results.

- >How will the proposed project address the factors that have affected the households' ability to maintain permanent housing.

- >How will the proposed project assist households to obtain self-sufficiency or a greater level of independence? Please provide statistical information detailing the anticipated program goals and charting of milestones.
- >Discuss how your agency will monitor the success of program participants and modify the project based on lessons learned.

D. AGENCY INFORMATION

1.) ORGANIZATION BACKGROUND INFORMATION

Please take no more than one page to:

- >Briefly describe the history of your agency and provide a general description of the agency's structure. (Please include an organizational chart.)
- >Describe the resources and skills your organization will commit to carry out the proposed HPRP funded program.
- >Provide evidence of your agency's experience in providing services to this or similar populations.
- >The Recovery Act requires the County to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS), describe your agency experience, if any with the HMIS.

2) FINANCIAL MANAGEMENT SYSTEM

Provide the following information regarding the organization financial management system:

1. **Does the organization provide its own financial accounting?** _____Yes _____No
2. **If no, who provides the organization's financial accounting?** _____
3. **In the financial accounting system, are the following books of accounts used?**
 - a. General Ledger _____Yes _____No
 - b. Cash Disbursements (Check Register) _____Yes _____No
 - c. Cash Receipts (Deposits Received) _____Yes _____No
 - d. Fixed Asset _____Yes _____No
 - e. Are financial records maintained by computer? _____Yes _____No
 - If yes, provide answers to the following: _____
 - 1. Who has access to accounting records? _____
 - 2. Are passwords used to access records? _____
 - 3. Is there an off-site back-up system? _____
4. **List the title of the staff person responsible for the following tasks**
 - a. Opens the mail: _____
 - b. Deposits checks/funds: _____
 - c. Reconciles checkbook with bank statement: _____
 - d. Posts cash receipts: _____
5. **Do checks require two signatures?** _____Yes _____No
 - If yes, is there a threshold amount required? _____Yes _____No
 - If yes, all checks over \$_____ require two signatures.
 - Whose signatures are required? _____
6. **Are the individuals who handle the organization's funds bonded?** _____Yes _____No
7. **How many years are records retained?** _____

8. Is an annual audit completed by an independent accounting firm? _____Yes _____No
9. If no, how often is an audit completed or what other methods are used to ensure fiscal accountability? _____
10. Has your agency received and administered federal funds in the past 5 years? _____Yes _____No
11. Attach the organization's accounting policy and procedures.

ATTACH COPY OF: YOUR AGENCY'S ORGANIZATION CHART.

4. Project Budget

INSTRUCTIONS FOR COMPLETION OF
THE BUDGET SECTION

Please note that the budget should reflect expenses for 22 months.

Personnel Service Expense Detail - Employees who should be included on this form are those who will be paid in full or in part from grant funds. Any key personnel listed in narrative must be included here. To complete this section list the titles and names of the appropriate personnel. Next determine and enter the "Percentage of Time" this individual will spend on the project. Accurately reflect the salaries for each category. These amounts should carry to the "Budget Statement" under Personnel.

Fringe Benefit Detail - For all employees listed in the Personnel Service Expense Detail, you are required to pay mandatory employer payroll taxes: Social Security (FICA), NYS Unemployment Insurance (SUI), NYS Disability Insurance and Workers' Compensation. You may also provide additional fringe benefits such as pension, health, life and/or dental insurance.

Consultant Costs - This category includes institutions, individuals or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the contract and whose services are to be funded under the contract budget.

Equipment - Equipment is any non-consumable, tangible property having a useful life of more than one year. Substantial equipment purchases (costing more than \$5,000) should be avoided.

Supplies to be Purchased with Grant Money - List major supply items (e.g.: office supplies, program supplies, janitorial, etc.) and provide additional explanation of what items will be included. Justify these costs in relation to number of staff and their programmatic functions.

Contractual Services - List costs for services of other than a personnel nature rendered to the program under a formal or informal contract. This category includes rental and leasing of eligible equipment and real estate rental. Only the pro-rated portion of the entire expenditure that is related to the HPRP program is allowed. SHOW JUSTIFICATION IN

EXPLANATION (e.g. the full cost of rent (\$1,000) x the % of space related to the program (25%) x number of months (12) = \$3,000).

Other Expenses - Include items not applicable under any other category. Only the pro-rated portion of the entire expenditure that is specifically related to HPRP is allowed. YOU MUST SHOW JUSTIFICATION OF THESE COSTS.

Medium Term Rental Assistance – Medium-term rental assistance funds are available to pay up to 18 months of rental assistance subsidies for eligible recipients. Please **estimate** the number and type of units (e.g. one-bedroom, two bed-room) to be provided, and the size of the subsidy to be provided. Rents must adhere to the fair market rents applicable to the area in which they will be provided.

Short-term Assistance – Short-term assistance funds are available for three (3) months to pay short-term rental assistance subsidies for eligible recipients. Please **estimate** the number and type of payments to be made (e.g. rent, utilities, security deposits) to be provided, and the size of the subsidy to be provided.

Data Collection Costs - Expenses associated with data collection, evaluation, entry and analysis, and staffing associated with the operation of HMIS that are reasonable. Data Collection expenses are program costs and should not be included in the administrative rate calculation.

Administrative Costs - These expenses are for the administration of the program. Costs may include accounting for the use of grant funds, preparing reports for submission, proportionate costs associated with program audits, and other similar costs related to administering the grant after HPRP funds are awarded. Costs that are budgeted completely or partially in an itemized direct cost category may not be part of the budgeted administrative costs. For example a portion of the Bookkeeper, Executive Director, and Program Director's salary may be considered administrative charges, however those associated salaries then cannot be charged in the personnel services budget.

The administrative cost may not include any portion of costs that are assignable to other federal, state or funding agencies.

BUDGET

(Please See Table on Following Pages)

BUDGET STATEMENT

On the budget form below, indicate the amount of funds being requested to support the proposed project for both Personnel Services and Non-Personnel Services for a period of **22 months**.

PERSONNEL COSTS

Item (as contained in the contract)	22 Month Budget for Rapid Re-Housing	22 Month Budget for Homelessness Prevention	Total
-1. Personnel			\$
-2. Fringe Benefits			\$
Personnel Services	\$	\$	\$

NON-PERSONNEL SERVICES

Item (as contained in the contract)	22 Month Budget for Rapid Re-Housing	22 Month Budget for Homelessness Prevention	Total
-3. Consultants			\$
-4. Equipment			\$
-5. Supplies			\$
-6. Contractual			\$
-7. Other Expenses			\$
-8. Medium Term Rent			\$
-9. Short Term Assistance			\$
-10. Data Collection			\$
-11 Administrative Costs			
Non-Personnel Services Total	\$	\$	\$
Grant Totals	\$	\$	\$

Budget Nature	22 Month Request	Percent of Request
Housing Assistance Costs	\$	-----%
Support Services Costs	\$	-----%
Total Grant Request	\$	%

(Medium Term Rent
and Short Term
Assistance)

(Personnel, Fringe, Consultants,
Travel, Equipment, Supplies,
Contractual, Other,
Data Collection, and
Administrative Costs)

B-1.PERSONNEL SERVICE EXPENSE DETAIL for 22 Months					
Position Title & Name of Employee	% Time on Prj.	Annual Salary	Total Salary (22 months) Rapid Re-Housing	Total Salary (22 months) Homelessness Prevention Services	Total
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
Personnel Total			\$	\$	\$
Fringe Benefits Total Rate:	%		\$	\$	\$
Total Personnel Services Cost			\$	\$	\$
Explanation/Justification:					
For example:					
<p>Case Mgr. Responsible for developing and implementing case plans to assist residents in securing permanent housing, entering school/ training programs etc.</p> <p>Rent Administrator - calculates the amount of rent subsidies with program participants and offers financial literacy training.</p>					

NON-PERSONNEL SERVICES

Consultant Costs			
Item	Rapid Re-Housing	Homelessness Prevention Services	Total
			\$
			\$
			\$
			\$
			\$
Total Consultant Costs	\$	\$	\$
Explanation/ Description:			

Equipment Costs			
Item	Rapid Re-Housing	Homelessness Prevention Services	Total
			\$
			\$
			\$
			\$
			\$
Total Equipment Costs	\$	\$	\$
Explanation/ Description:			

Supply Costs			
Item	Rapid Re-Housing	Homelessness Prevention Services	Total
			\$
			\$
			\$
			\$
			\$
Total Supply Costs	\$	\$	\$
Explanation/ Description:			

Contractual Costs			
Item	Rapid Re-Housing	Homelessness Prevention Services	Total
			\$
			\$
			\$
			\$
			\$
Total Contractual Costs	\$	\$	\$
Explanation/ Description:			

Other Costs			
Item	Rapid Re-Housing	Homelessness Prevention Services	Total
			\$
			\$
			\$
			\$
			\$
Total Other Costs	\$	\$	\$
Explanation/ Description:			

Medium Term Rental Assistance							
			Rapid Re-Housing		Homelessness Prevention Services		
Subsidy Amount	County and Unit Size	Months	# House-holds	Assistance	# House-holds	Assistance	Total
							\$
							\$
							\$
							\$
							\$
							\$
TOTAL MEDIUM-TERM RENT EXPENSES				\$		\$	\$
Explanation/Justification:							

Short Term Assistance						
		Rapid Re-Housing		Homelessness Prevention Services		
SUBSIDY AMOUNT	MONTHS	Units	Assistance	Units	Assistance	Total
RENTAL ASSISTANCE:						
						\$
						\$
						\$
						\$
						\$
UTILITY ASSISTANCE:						
						\$
						\$
						\$
						\$
						\$
						\$
TOTAL SHORT-TERM EXPENSES			\$		\$	\$
Explanation/Justification:						

Data Collection Costs			
Item	Rapid Re-Housing	Homelessness Prevention Services	Total
			\$
			\$
			\$
			\$
			\$
Total Data Collection Costs	\$	\$	\$
Explanation/ Description (itemize):			

Administrative Costs			
Item	Rapid Re-Housing	Homelessness Prevention Services	Total
			\$
			\$
			\$
			\$
			\$
Total Administrative Costs	\$	\$	\$
Explanation/ Description (itemize):			

Sign and date the application certification on page 1.

- ☐ Review and comply with eligibility requirements.
- ☐ Enclose **5 complete copies** of the application (clip or staple, **do not bind**) including:
 - ☐ 5 copies of the **Application Form**.
 - ☐ 1 copy of your organization's **Not For Profit Documentation**.
 - ☐ 1 copy of a **Current Financial Audit**.
 - ☐ 1 copy of your current **Federal Tax form 990**.
 - ☐ 1 copy of your **Current Board of Directors Roster**.
 - ☐ 1 copy of your **FY 2008 and 2009 Organization-Wide Budget**.
 - ☐ 5 copies of **Collaborative Agreement or Letter** (if applicable)